

## CHAPTER 3

### OFFICIAL FUNERAL POLICY

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#### Section I. GENERAL

##### **68. Persons entitled to official funeral.**

- a. The Vice President of the United States.
- b. The Chief Justice of U.S. Supreme Court.
- c. Cabinet members.
- d. Other Government officials when specifically designated by the President.
- e. Foreign civil dignitary when specifically designated by the President.

**69. Eligibility for burial in national cemetery.** Eligibility for an official funeral does not in itself entitle the deceased to burial in Arlington National Cemetery or any other national cemetery (Reference: Act of 14 May 1948 (62 Stat. 234; 24 U.S.C. 281)).

**70. Responsibilities.** a. In the event of the demise of persons indicated in paragraph 68, the official having primary responsibility (para 85) will be in charge of all arrangements in connection with the execution of the Official Funeral Plan, and may omit such portions of this plan as may be inappropriate or impracticable at the time.

b. The Secretary of the Army is the designated representative of the Secretary of Defense. The Commanding General, Military District of Washington, U.S. Army, is the designated representative of the Secretary of the Army for the purpose of making arrangements for the participation of Armed Forces personnel in connection with the execution of the Official Funeral Plan in Washington, D.C.

c. The Department of the Army (Secretary of the General Staff) will—

- (1) Furnish a liaison officer to Headquarters, Military District of Washing-

ton, U.S. Army, (MDW), to coordinate activities and participation of the Department of Defense.

- (2) Designate an appropriate officer aide to the next of kin, if requested.
- (3) If requested by the official having primary responsibility, coordinate with other Military Services and governmental departments to determine the distinguished persons to attend all phases of the funeral and pass to The Adjutant General for preparation of announcements. An information copy will be provided HQ, MDW.
- (4) Designate a time and place for briefing all military distinguished persons and inform HQ, MDW.

d. The Department of the Army (The Adjutant General) will—

- (1) Formulate the list of honorary pallbearers consonant with the desires of the next of kin and notify persons selected.
- (2) Issue announcements to distinguished persons, family and friends to attend the funeral service and certain other phases of the funeral ceremony to include:
  - (a) Reply as to acceptance if time will permit.
  - (b) Place and time of participation.
  - (c) Seating and parking permits as appropriate.
- (3) Furnish field grade officer guides beyond the capability of HQ, MDW to provide.

e. The Department of Navy, Department of Air Force, and U.S. Coast Guard will furnish

liaison officers to HQ, MDW to coordinate participation of the U.S. Air Force, U.S. Navy, U.S. Marine Corps, and U.S. Coast Guard

**71. Procedure.** *a.* If the demise occurs in Washington, D.C., the remains will be moved to a selected place of repose (Room of Repose, Amphitheater, Arlington National Cemetery; local funeral home; Washington Cathedral; Saint Matthew's Cathedral; or other site of repose) where it will be attended by a guard of honor composed of representatives of the Armed Forces.

*b.* If the demise occurs outside Washington, D.C. the remains will be transported to Washington, D.C., for final honors. The remains will be met at the point of arrival in Washington

by a reception group and escorted to the place of repose.

*c.* The remains will lie in repose until the day of the funeral service, usually the second day following the day of demise or second day following the day of arrival in Washington, D.C. On the day of the funeral service, the remains will be escorted to the place of the funeral service. If burial is to be outside of Washington, D.C., and the funeral service is not held in the Washington area, the remains will be escorted from the place of repose to the point of departure where honors will be accorded.

*d.* Main funeral procession will be conducted in accordance with instructions contained in paragraph 101.

## **Section II. DEMISE AND MOVEMENT TO WASHINGTON, D.C.**

**72. Demise outside continental United States.** *a.* The appropriate senior U.S. governmental or diplomatic representative in the country in which the demise occurs is responsible for coordinating all arrangements for the return of the remains to the United States, including appropriate local ceremonies. The senior U.S. Armed Forces Commander of the area in which demise occurs will render such assistance as practicable.

*b.* The official having primary responsibility for execution of this plan will make all arrangements for the reception of the remains at port of entry and transportation to Washington, D.C., or other designated place.

**73. Demise within continental United States.** If demise occurs within continental United

States, but outside Washington, D.C., the official having primary responsibility for the execution of this plan will make all arrangements for the transportation of the remains to Washington, D.C., or other designated place, including suitable escort and local ceremonies.

**74. Demise in Washington, D.C. area.** If demise occurs in the Washington, D.C. area, the official having primary responsibility for execution of this plan will—

*a.* Arrange for the remains to be moved to place of repose with appropriate ceremony.

*b.* Arrange for the immediate assembly of a guard of honor, if appropriate, to attend the remains while lying in repose.

*c.* Proceed as indicated in paragraph 96 and 97.

## **Section III. DEMISE OUTSIDE WASHINGTON, D.C. AREA—ARRIVAL OF REMAINS AND MOVEMENT TO PLACE OF REPOSE**

**75. Arrival.** The official having primary responsibility for the execution of this plan will—

*a.* Arrange for the arrival of the remains to include an appropriate ceremony.

*b.* Ascertain place and time of arrival of the remains and arrange for the attendance of:

(1) Special honor guard.

(2) Family.

(3) Honorary pallbearers.

(4) Clergy.

(5) Other official mourners.

(6) Troops.

(*a*) Selected body bearers composed of enlisted personnel from each of the Armed Forces.

- (b) National Color detail and personal flag bearer, as appropriate.
- (c) Joint honor cordon.
- (d) Security cordon.
- (e) Band.
- (f) Saluting battery.
- (g) Medical support.

**76. Movement to place of repose.** The official having primary responsibility for execution of this plan will—

a. Arrange for military escort for motorized funeral cortege from point of arrival of the remains to the place of repose to consist of the following:

- (1) Police escort
- (2) Escort commander (CG, MDW).
- (3) Special honor guard.
- (4) Honorary pallbearers.
- (5) Clergy.
- (6) Hearse
- (7) Body bearers, National Color detail,

and personal flag bearer, as appropriate.

- (8) Family.
- (9) Other official mourners.
- (10) Medical support.

b. Coordinate with the Chief of the Metropolitan and/or United States Park Police in determining route of cortege from point of arrival to the place of repose.

**77. Arrival at place of repose.** The official responsible will arrange for:

- a. Band.
- b. Joint honor cordon.
- c. Security cordon.
- d. Joint guard of honor.
- e. Appropriate ceremony to include personnel in attendance at the point of arrival.
- f. Medical support.

#### Section IV. REPOSE, FUNERAL SERVICE, AND PROCESSION

**78. Period of repose.** The remains will lie in repose from 1200 hours of day following the day of demise if in Washington, D.C. area, or from time of arrival in Washington, D.C., until 1300 hours of the day of burial or day of departure of remains for final interment (second day following day of demise if in Washington, D.C., or second day following day of arrival in Washington, D.C.). The period from 1100 hours to 1230 hours on the day of burial or the day of departure is reserved for such private services as the family may desire. Repose will terminate at 1200 hours if burial is in Arlington National Cemetery.

**79. Ceremony at place of repose and movement of remains from place of repose.** a. The remains will be removed from the place of repose at 1300 hours (or 1200 hours) on the second day.

b. The official having primary responsibility will arrange for an appropriate ceremony at place of repose to consist of:

- (1) The President of the United States.
- (2) Chief of State and Heads of Government.

- (3) The Vice President of the United States.
- (4) Speaker of the House of Representatives.
- (5) Chief Justice and Associate Justices (active and retired), Marshal, Clerk, (U.S. Supreme Court).
- (6) Dean of the Diplomatic Corps.
- (7) Members of the Cabinet.
- (8) State and Territorial Governors.
- (9) Family.
- (10) Honorary pallbearers.
- (11) Clergy.
- (12) Other official mourners.
- (13) Special honor guard.
- (14) Escort commander (CG, MDW).
- (15) Band.
- (16) Joint honor cordon.
- (17) Security cordon.
- (18) Selected body bearers composed of enlisted personnel from each of the Armed Forces.

(19) National Color detail and personal flag bearer, as appropriate.

(20) Medical support.

c. If the funeral service is to be held in the Washington Cathedral or other funeral site in Washington, D.C., the funeral cortege will accompany the hearse to the funeral. When the service is concluded, the funeral party will proceed to participate in the main funeral procession at the appropriate location.

d. If the funeral service is to be held in the Amphitheater, Arlington National Cemetery, the funeral cortege will leave the place of repose and take its place in the main funeral procession at the appropriate location.

**80. Funeral service.** a. Dependent upon the religious faith of the deceased, the day of the funeral service will be as follows:

- (1) If the demise occurs in the Washington, D.C., area, funeral services will be held on the second day following the day of demise.
- (2) If demise occurs outside the Washington, D.C. area, funeral services will be held the second day following day of arrival of remains in Washington, D.C.
- (3) In determining day of funeral services the day of demise (in Washington D.C. area) or day of arrival of remains (in Washington, D.C.), is not counted.

b. The official having primary responsibility will—

- (1) Coordinate with the Chief of the Metropolitan and/or U.S. Park Police for police escort to and from the funeral service.
- (2) Arrange for attendance of individuals already at place of repose, less the band, and with the addition of an usher detail.
- (3) Arrange for medical support.

**81. Main funeral procession.** The official hav-

ing primary responsibility will arrange for the main funeral procession as follows:

a. If the burial is to be at Arlington National Cemetery the cortege will join the main funeral procession on Constitution Avenue in the vicinity of 17th Street, NW. The casket transfer to the caisson will take place at 16th Street, NW, and Constitution Avenue. The procession will then proceed to Arlington National Cemetery.

b. If burial is outside of Washington, D.C., and Union Station is the point of departure the cortege will join the main funeral procession at 17th Street, NW, on Constitution Avenue (there will be no casket transfer) and move directly to Union Station.

c. If burial is outside Washington, D.C., and the point of departure is MATS Terminal, Washington National Airport; Washington Navy Yard Annex; Andrews Air Force Base; or when departure is by automobile, the cortege will join the main funeral procession at the intersection of Delaware Avenue and Constitution Avenue (there will be no casket transfer). The procession will move along Constitution Avenue to 14th Street, NW, where a prescribed portion of the cortege will detach itself and go directly to the point of departure.

d. Participating personnel as desired and appropriate:

- (1) Police escort.
- (2) Escort commander (CG, MDW).
- (3) Troops.  
Troop Commander and Staff.

#### FIRST MARCH UNIT

Commander and Staff.  
Band.  
Company of Cadets, USMA.\*  
Company of Midshipmen, USNA.  
Squadron of Cadets, USAFA.  
Company of Cadets, USCGA.  
Company, U.S. Army.\*  
Company, U.S. Marine Corps.\*  
Company, U.S. Navy.\*  
Squadron, U.S. Air Force.\*  
Company, U.S. Coast Guard.\*

\* Mandatory participants.

Composite Company, U.S. Service Women.\* (minus U.S. Coast Guard).

## SECOND MARCH UNIT

Troop Commander and Staff.  
Band.  
Company, Army National Guard.  
Company, Army Reserve.  
Company, Marine Corps Reserve.  
Company, Naval Reserve.  
Squadron, Air National Guard.  
Squadron, Air Force Reserve.  
Company, Coast Guard Reserve.

## THIRD MARCH UNIT

National Host of Veteran's Day Committee.  
Band.  
National Commanders of the 14 Veteran's organizations chartered by Congress.

- (4) Special honor guard.
- (5) Honorary pallbearers.
- (6) National Color.
- (7) Clergy.
- (8) Hearse or caisson.
- (9) Body bearers.
- (10) Personal flag (if appropriate).
- (11) Caparisoned horse, (if appropriate).
- (12) Family.\*\*
- (13) President of the United States and Party.
- (14) Chiefs of State and Heads of Government.
- (15) Vice President of the United States and Party.
- (16) Speaker of the House of Representatives.
- (17) Chief Justice and Associate Justices (active and retired), Marshal, Clerk, (U.S. Supreme Court).
- (18) Dean of the Diplomatic Corps.
- (19) Cabinet Members.
- (20) State and Territorial Governors.
- (21) Other official mourners.
- (22) Police escort.

e. Coordination with Chief of the Metropolitan and/or U.S. Park Police.

f. Cars for all participants in motorized procession.

g. Suitable flights of aircraft to fly over procession, if appropriate.

h. Medical support.

**82. Funeral service and/or interment at Arlington National Cemetery.** The official having primary responsibility will arrange for the following:

a. Appropriate ceremony at the Amphitheater and gravesite.

b. Additional participating personnel:

- (1) Saluting battery.
- (2) Firing party.
- (3) Security cordon.
- (4) Band.
- (5) Usher detail.
- (6) Parking detail.
- (7) Medical support.

c. General seating plan for Amphitheater.

**83. Departure of remains.** In the event interment is not in the Washington, D.C. area the official having primary responsibility for the execution of this plan will arrange for the following:

a. Appropriate ceremony at the point of departure to include the following:

- (1) The President of the United States and Party.
- (2) Chiefs of State and Heads of Government.
- (3) The Vice President of the United States and Party.
- (4) Speaker of the House of Representatives.
- (5) Chief Justice and Associate Justices (active and retired), Marshal, Clerk, (U.S. Supreme Court).
- (6) Dean of the Diplomatic Corps.
- (7) Cabinet Members.
- (8) State and Territorial Governors.
- (9) Family.

\* Mandatory participants.

\*\* Includes next of kin and relatives designated by the next of kin.

- (10) Honorary pallbearers.
- (11) Special honor guard.
- (12) Clergy.
- (13) Other official mourners.
- (14) Band.
- (15) National Color.
- (16) Personal flag.
- (17) Joint honor cordon.
- (18) Body bearer detail.
- (19) Joint street honor cordon.
- (20) Security cordon.
- (21) Saluting battery.
- (22) Medical support.

b. Joint military escort to accompany remains to final resting place.

c. Rail, air, or motor transportation to transport remains and accompanying party to site of final resting place.

**84. Responsibility for reception of remains and funeral service outside Washington, D.C. area.** The official having primary responsibility for the execution of this plan will make all arrangements for the transportation of the remains to final resting place and for reception and final committal service outside Washington, D.C. The CGMDW will arrange for the necessary joint military escort.